



REGISTRAR ACADEMIC AFFAIRS

GRADUATION REGALIA FORM

(To be filled in duplicate when collecting gowns)

NAME Reg. No:

Programme Mobile No.:

I certify that I have been issued with the following items (TICK as appropriate)

ITEM	CERIFICATE	DIPLOMA	BACHELORS
CAP			
HOOD			
GOWN			
SASH			

I fully understand that the above items should be returned NOT later than 12 December 2025(a week after the graduation ceremony) failure to which I shall pay a penalty of Kshs. 500 per day until all the items are returned or pay full cost of the items in the event of being lost under my possession.

Name of Student..... Sign:

Graduation fees: Paid (Kshs.) Receipt No.

Name of the Issuing Officer: Sign:

PART B: FOR OFFICIAL USE ONLY

(To be filled by the receiving officer on return of items above.)

I certify that the above named has returned academic regalia as follows:

ITEM	CERTIFICATE	DIPLOMA	BACHELORS
CAP			
HOOD			
GOWN			
SASH			

Name of Receiving Officer Sign:

PENALTY (if any) days Kshs. Receipts:

NOTE:

- The items must be returned to the University where they were issued.
- That the form will be required at the time of collecting respective degree certificates.
- Certificate **will NOT be issues without** the return of the Graduation Regalia.